



RFP
Preliminary Project Description
November 5, 2012

State of Tennessee – Project T3
665 Mainstream Building- Metro Center
Address – 665 Mainstream Drive, Nashville, TN 37228
Project # 28592.02
Nashville, Tennessee

GENERAL NOTES

1. This document is intended to provide additional details and information to the Design / Build team for the preparation of construction documents for tenant spaces located within the building identified above.
2. In addition to the construction documents, this Information can be utilized to prepare construction costs for the same.
3. This information is intended to cover the vast majority of design conditions and situations related to tenant spaces, however, there may be a need for additional coordination, verification, research and design consideration required to complete documents and specs associated with the various agency spaces.
4. The bridging documents will identify floors and individual spaces identified for renovation for each individual agency. During the preparation of the schematic plans, the design team met with a variety of agency representatives to gather and validate information, prepare conceptual plans, review and revise plans for approval.
5. The initial conceptual design for this building was based on a prototypical layout for offices, work stations, meeting space and support spaces that work best with the layout and orientation of the buildings core and shell and achieve the goals set forth by Owner. Allocations of meeting space, and support spaces are based on ratios determined to best support the variety of needs of the State. Should plans need to be revised for any reason, the prototypical layout should continue to be followed as closely as possible.
6. In addition to these notes and the floor plans. Standard details, plans and room configurations will be issued to inform the completion of construction documents for the various tenant spaces. They are meant to be a primary guide toward a coordinated, aesthetically pleasing and functional design. The design/build team should use their own good judgment about interior space, clearances, power needs, and construction to make decisions appropriate to the conditions of the space and situation.
7. Design/Build team should coordinate with existing conditions and demolition to reuse existing materials. Reuse doors, frames, hardware, ceiling tile and grid and lights when practical, unless noted otherwise in the documents.



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8. The intent throughout the space is for spaces to appear and function in an organized fashion. Consideration should always be given to the horizontal alignment of systems, devices, door and window frames, reveals, finishes, light fixtures, ceilings, etc. whenever and where ever possible.
9. The design/build team shall visit the site to familiarize themselves with existing conditions.
10. The contractor shall carry a contingency (verify 5%), if/as directed by the Owner.
11. Preliminary Space Plans, Preliminary Project Description, Approved Stacking Diagram, and As-built drawings are provided for budget purposes.
12. Once the intended spaces are vacant, the design/build team will need to complete additional field checks to observe existing conditions and update backgrounds and systems information as needed.
13. Mechanical & Electrical systems are assumed to be existing to remain with the main air handlers and distribution to be sufficiently sized to accommodate the renovation. However, the systems and infrastructure above the acoustical ceiling were not verified as part of the as-builts, so conditions may exist that will require some repair, replacement or reconfiguration. It is anticipated that ductwork distribution down line of the VAV's will require reconfiguration and possible replacement to accommodate the new layout of the space.
14. The Design/ Build Team shall coordinate verification of all mechanical & electrical systems capacities with owner.
15. The notes will cover the general conditions of most spaces planned throughout the tenant spaces. There are some rooms that will have more specialized conditions, equipment, configuration or use that will be identified further beyond the general notes.
16. Coordinate the general design with furniture configuration and placement to minimize exposed wires and power whips.
17. Coordinate with locations of millwork, AV, security, etc. for blocking as needed to support wall mounted equipment or fixtures.
18. Refer to the attached chart that identifies the building standards for each building within the T3 program identifying: doors, frames, hardware, ceilings/grid, lights, window blinds, etc.
19. All design must comply with and be applicable to the following:
<http://tn.gov/generalserv/psm/rpa/designermanual07.shtml>



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GENERAL/OVERALL AREA:

DEMOLITION

1. Demolish only walls necessary, per the comparison of the provided existing as-built plans and new plans.
2. Demolish finishes as necessary, per the plans and description below.
3. Coordinate demolition of power, life safety, sprinklers, mechanical/plumbing, lighting and security as needed to provide a complete and working design for tenant spaces.

CEILINGS/ LIGHTING / ACOUSTICS

1. For light density, the design professional should be guided by the IECC and ASHRAE 90.1 and the State of Tennessee Sustainable Design Guidelines. Note also that smart lighting controls that take advantage of daylighting/dimming, occupancy sensors, and timers are encouraged where there is potential for energy/cost savings (smart controls are already required in some intermittent use areas such as conference rooms and break areas). We also want to pay attention to progress with LED lighting as that technology becomes more cost-effective.
2. All ceiling tile and grid shall be new.
3. Use fluorescent light fixtures per the building standards schedule. Provide/maintain a general light level of approximately 40 foot candles at the work surface throughout the open office areas, and all rooms unless noted otherwise. In circulation corridors, maintain a minimum of 20 foot candles. In areas where pendant mounted direct/indirect fixtures are indicated, space fixtures at appropriate distances to maintain a general light level of 40 foot candles at the desktop.
4. When laying out light fixtures within the space, pay particular attention to light fixture orientation in relation to the Main-T grid and the general preferred orientation of the lights within the building to maintain a consistent look from the exterior of the building. When laying out lights in open areas, architect / engineer should maintain a consistent spacing throughout the space to give an organized appearance. Do not place lights closer than 2' to any wall. When needed for general fit and 2x4 fixtures are the standard, use 2x2 fixtures.
5. To maintain an organized appearance, when laying out fixtures in offices and closed rooms, and grid configuration is inconsistent from one office to the next, maintain a standardized configuration as much as possible.



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6. Where drywall ceilings are noted in Specialty Construction Areas, provide level 5 finish.
7. If there is existing lighting utilized - it shall be cleaned after construction and re-lamped throughout space. All lamps are to be the same color temperature. Coordinate with Owner for the appropriate lamp color within the building.
8. Coordinate and provide power for sound masking system (NIC) installed throughout all open work areas on each floor. The system will have equal distribution throughout and adjustability by zone. Speakers for the system will be mounted above the ceiling plane. Coordinate with the Owner for other specifics related system requirements and final location of control module for each floor.

LIFE SAFETY

1. Re-arrange sprinkler heads to accommodate new plan.
2. Provide building standard exit signs throughout.
3. Provide fire alarm horns and strobes throughout.
4. Provide building standard fire extinguishers and cabinets per code.

ELECTRICAL AND COMMUNICATION NOTES

1. Provide and install conduit, conductors, pull wires, boxes, cover plates, devices, etc., for all outlets.
2. Design/build team shall verify the color and finish of standard devices within the building and shall match device standards.
3. Contractor shall be responsible for all cutting and patching required of his work.
4. All conference rooms that seat (8) people or more shall have (1) combination power/voice/data outlet in recessed flush mounted floor box. Larger Conference rooms of greater than (18) people shall have (2) combination boxes. Coordinate placement with furniture to minimize unsightly cable distribution. Alternate deduct: In lieu of recessed floor boxes, provide equal power and other connections in walls.
5. Refer to Specialty Construction Areas for additional notes that may apply.
6. Contractor shall be responsible for all coordination and final electrical connections for furniture (systems furniture, conference/training tables, etc.).
7. All systems furniture work stations will be new, with powered bases and hardwire whip connections at all locations. Coordinate with furniture vendor for specifics on wiring configurations. For general planning purposes, provide 1 circuit per every 2 standard workstations.
8. Provide 1 voice/data per standard workstation



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9. Provide 1 circuit, 2 analog fax lines and 3 data drops per copy/print station whether within the work station environment or against hard wall partitions.
10. Provide 2 duplex power outlets & 1 voice/data per standard office.
11. Provide 3 duplex power outlets & 2 voice/data per Commissioner's office.
12. Provide 2 duplex power outlets & 1 voice/data per enclave.
13. Do not locate power or voice / data connections on an exterior building wall. Refer to typical drawing.
14. If not indicated on a typical enlarged plan, at minimum, all enclosed rooms (such as storage and file rooms) to have two (2) convenience duplex power outlets.

MECHANICAL NOTES

1. Relocate existing mechanical distribution, supply, return, ventilation, exhaust and control devices as required per new layout. Coordinate zoning of existing systems with Owner. Coordinate any need for additional A/C or ventilation or exhaust need or zoning with Owner.
2. Do not locate thermostats or sensors in the middle of any wall. Review thermostat locations carefully for considerations of future furniture, artwork and graphics placement.

PARTITIONS

1. Paint and touch up all existing perimeter sill walls and core walls throughout space, and prep to receive an eggshell or satin paint finish. Pay particular attention to existing core walls and their condition near the base to minimize existing warped wall conditions. Notify Owner for any abnormal conditions and required reparations.
2. All new partitions to be 5/8" drywall on 3-5/8" metal studs with sound attenuation blankets, and level 4 finish. Provide additional sound blankets above partitions on ceiling tile, 2'-0" on either side of all new or existing partitions not extending to the deck.
3. Install new partitions to underside of lay-in ceiling unless noted otherwise.
4. Partitions around Commissioner and Deputy Commissioner offices, all new or existing conference and meeting rooms shall extend to the deck. Provide sound attenuation blankets inside the partitions. Seal all penetrations within partitions including power / data boxes and at the connection of the partition to the deck.



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5. Connections from partition to mullion will require an acoustically sealed connection that shall not mechanically attach or penetrate the existing building vertical mullions or perimeter ventilation units. Coordinate final detail / connection methods with Owner.
6. Refer to Specialty Construction Areas for additional notes that may apply.
7. Design/build team to determine the need and location for rated or smoke separation partitions.
8. Partitions shall be finished completely to floor to eliminate warps and bumps behind designated rubber / vinyl base.
9. All new storage/file rooms over 100 square feet shall have smoke tight partitions that extend to the deck. Design/Build Team shall verify all conditions according to code.

GLASS AND GLAZING

1. All office front walls shall have a 3'-0" wide sidelight with 1/4" clear tempered glass in 2" welded hollow metal frame with a solid core MDO door (match building standard). Provide allowance for etched film on 3'-0" w full height sidelights. Framing for glass sidelights and windows shall be integral with door frames and not separated by drywall. Refer to attached drawings for further information and film pattern.
2. At break rooms provide a minimum of 12 linear feet of framed glass windows in 2" welded hollow metal frames to match height of adjacent door frames. Glass to be 1/4" clear tempered glass wall with film, as shown on attached plan, at break room. Provide etched film on 50% of glass. Refer to drawings attached for further information.
3. Where shown on plans, conference rooms shall have approximately 12 linear feet of framed glass partitions as noted above for break rooms. Refer to drawings for further information.
4. If indicated by the appropriate wall condition in plan, provide framed glass partitions as noted above.



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DOORS, FRAMES AND HARDWARE

1. Refer to the attached chart for building standards.
2. Doors shall match building standard height, and finish; at a minimum all doors to be solid core 7'-0" height.
3. Door frames shall be 2" welded hollow metal steel, painted. Throat size shall be identified by Design/Build team.
4. All hardware shall match existing building standard finish, including door closers, lever latch and locksets, hinges, etc. At a minimum, all hardware shall be lever handle. All doors shall include the following: door stops, silencers, lever hardware, mortised ball bearing hinges. All office doors shall include a coat hook. In addition, pairs of doors shall include the following as determined by function: dummy trim, closer coordinators, flush bolts, dust proof strikes, ball catch (as required).
5. Where identified for special security, doors may require card reader entry devices. Coordinate with Owner to identify whether locking conditions require electric locks, strikes or mag-locks.
6. Provide heavy duty cylindrical hardware within suite and heavy duty mortised lockset at suite entry doors.
7. Provide locksets on the following doors: Commissioner & Deputy Commissioner offices, all offices, all enclaves, communications rooms, and all storage/file rooms.
8. Refer to Specialty Construction Areas for additional notes that may apply.

FINISHES

1. Carpet as well as other finishes for tenant spaces may include multiple options that will require competitive bids for multiple manufacturers to determine final selection.
2. Carpet will be modular tiles laid with low VOC adhesives. Carpet shall generally be laid in a monolithic, ashlar or brick pattern. Carpet shall not be laid in a quarter turn pattern unless noted specifically. Provide one carpet tile pattern / color throughout the general open office space. If identified in schedules, provide second or third color/pattern carpet in closed spaces such as offices or conference rooms.
3. Provide VCT in Network closets and break rooms.
4. Provide 4" coved rubber base in areas specified to receive new carpet or VCT.



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Refer to drywall partition notes pertaining to finish of walls behind base. All base to be continuous roll goods vs. 4' segments, with job-formed inside and outside corners.

5. Prime and paint walls, frames and columns throughout. Doors to be semi-gloss finish when paint grade. All walls to receive one prime coat and 2 finish coats of eggshell or satin finish. Door and window frames shall receive semi-gloss finish. Drywall ceilings shall receive flat finish.
6. Where identified as laminate finish on casework, use color core laminates for exposed surfaces for doors, drawers, counter tops and splashes. Wet areas within break rooms should receive solid surface counter tops and splashes. Toe kicks shall have laminate face and no rubber base. The underside of all vertical laminate panels in wet areas shall receive a matching laminate or 1mm pvc edge to prevent water from wicking up through laminate panel substrates. Counters and splashes shall be thoroughly caulked to walls and countertops using clear silicone caulk.
7. Refer to Specialty Construction Areas for additional notes that may apply.

SPECIALTY CONSTRUCTION AREAS:

BREAK ROOM

1. Provide 150SF of suspended drywall ceiling clouds at seating area in Break Room.
2. Provide VCT floor tile throughout.
3. Provide solid surface countertops and splashes in Kitchen.
4. Provide plastic laminate base and wall cabinets in kitchen area.
5. Provide waterline for water filtration systems and coffee maker.
6. Provide double bowl, under mount (at solid surface tops), stainless steel sink with hot/cold water and garbage disposal. Identify standard location for small water heaters.
7. Provide minimum of (10) recessed LED 7" aperture can lights, in kitchen and dining area of Break Room.
8. Provide \$900 allowance for (3) dimmable incandescent pendants over banquette seating.
9. Provide dedicated outlets for refrigerators, (3) microwaves, and (2) coffee makers.
10. Provide (3) wall duplex outlets at 42" A.F.F in kitchen area.
11. Provide two additional wall outlets at other walls for convenience purposes.



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COPY ROOMS / AREAS

1. Provide wall cabinets with plastic laminate countertop and base.
2. Provide (3) wall duplex outlets at 42" A.F.F. in Work Area.
3. Provide (3) voice/data at 42" A.F.F. in Work Area.
4. Provide (2) analog fax lines at 42" AFF in Work Area.
5. Provide wall hung telephone.
6. Provide VCT flooring.

NETWORK ROOM

1. Contractor shall provide and install a plywood telephone board. Board shall be 1/2", 4'x8', Fire Retardant, plywood painted to match adjacent wall.
2. Provide 8 electrical outlets on 4 dedicated 120v 20 amp circuits.
3. Walls shall extend to deck.
4. Provide VCT tile flooring, and 4" rubber cove base.
5. Provide 2x2 ACT ceiling and 2x2 lights (see general notes)
6. The design/build team shall evaluate the need for ventilation or additional A/C to cool equipment as needed.

CONFERENCE ROOMS

1. Coordinate all power, data, and AV as needed to provide a functional room for all users. AV drawings will be issued at a later date with further detail and options.
2. Lighting switching in conference rooms should provide flexibility for a variety of scene configurations for different presentation and meetings.
3. Coordinate placement of switches, AV screens, furniture and doors so they are not in conflict with use.
4. Provide necessary blocking in walls for future wall mounted flat panel displays, coordinate further with STREAM.
5. Lighting should provide both ambient lighting to the table as well as accent, wall wash lighting at the perimeter of the room.
6. Refer to Glass and glazing notes for windows and patterned film.